

Job Title: ENGINEERING TECHNICIAN IV - ROADSIDE MANAGEMENT SPECIALIST - IPR#46584

Agency : Department of Transportation

Closing Date/Time: 06/07/2023

Salary: \$4,790-\$8,775 Monthly

Job Type: Salaried Full Time

County: Lee

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Roadside Management Specialist.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for the design, construction, and maintenance of roadway landscape features to ensure safety, compatibility, preservation, and aesthetics within the highway system; oversight of all rest areas; management of the district vegetation control program including safety, aesthetic, and environmental considerations; for serving as the district Erosion Control Coordinator and assisting or acting as district Adopt-a-Highway coordinator.

Subordinate Personnel:	4 Direct, 1-3 Seasonal
Annual Operating Budget:	\$350,00 - \$450,000
Interstate Rest Areas:	6 Facilities, 4 Locations
Rest Area Budget:	Over \$1,000,000
Annual Program Contract Value:	\$100,000 - \$500,000

This position reports to the Services and Development Technician. Reporting to this position is a Roadside Development Specialist, Highway Maintainers, and up to three seasonal employees.

This position is responsible for roadway landscape planning and implementation, rest area operations, furnishing detailed information on erosion control to other district groups, serving as the district Erosion Control Coordinator, administering tree replacement and historical marker programs, developing and implementing a maintenance vegetation control program, coordinating the district's pesticide and herbicide programs including operator/applicator training and testing, responding to complaints and inquiries, emergency call-outs, utility tree trimming permits, weed spraying and right-of-way restoration activities in District 2. This position may assist or act as the District 2 Coordinator for the Adopt-A-Highway Program. The incumbent will be responsible for ensuring the location is safe, possibly issuing permits, for working with the maintenance yards to provide supplies, and for helping coordinate with the volunteer groups for a successful program. He/she will also work with the Operations Services Technician and the Statewide Coordinator for any new adaptations or changes to the program.

(Job Responsibilities continued)

Typical problems facing the incumbent are the preparation of contract plans and specifications for weed control, tree removal, sod repair, living snow fence plantings and other landscape related projects; management of roadside vegetation; oversight of rest area operations and repairs; assuring proper erosion control procedures are followed; resolving contract disputes regarding erosion features and landscaping materials; training and supervising subordinate staff, and following proper procurement guidelines. The major challenge facing this position is to maintain a cooperative working relationship with Operations staff throughout the district, the other District 2 Bureaus, and contract vendors, including the sheltered workshops, that will allow the Roadside Management Specialist to accomplish his/her responsibilities. Additional challenges include the development of landscape plans and procedures that improve aesthetics and the environment of the highway, but do not affect the safe operation of vehicles nor conflict with the contiguous land use or development.

Functions personally performed by the incumbent include maintaining contact with the district Bureaus of Program Development and Project Implementation regarding erosion control procedures, resolving drainage problems, plant specification/material inspection issues, supervising all rest area functions which include development and administration of sheltered work shop and service contracts, coordinating water and sanitation treatment processes with the Illinois Environmental Protection Agency (IEPA) and local health departments, 24-hour per day response to unusual or emergency rest area problems, serving as district Erosion Control Coordinator, oversight of district weed spraying, vegetation control, tree removal pollinator rehab contracts, and working with the district Safety and Claims staff to develop and teach any landscape related training including proper chainsaw and chipper use, and oversight of annual Illinois Department of Agriculture applicator/operator license training and testing.

The incumbent accomplishes his/her accountabilities through the following staff:

Roadside Development Specialist: who assists the Roadside Management Specialist in the design, construction, and maintenance of the roadway landscape features to ensure safety, compatibility, preservation, and aesthetics within the system.

Highway Maintainers: who assist in the maintenance of the roadway and rest area landscape features to ensure safety, compatibility, preservation, and aesthetics within the system.

Seasonal Staff: who, while on summer or winter assignment, assist the Roadside Management Specialist and his/her staff with special projects or daily responsibilities.

(Job Responsibilities continued)

The position is governed by department and district policies, fiscal restrictions of the bureau and district, rules of the Central Management Services, and contracts negotiated with the Teamster's technical and negotiated rate staff. He/she has principal accountability for the roadside staff and makes recommendations for retention or

release of employees and salary adjustment recommendations on assigned technical employees. The incumbent has considerable responsibility for the purchase of contractual services, commodities, and equipment.

This position has frequent day and night contacts outside the department with public officials, general public, city and county officials, railroad officials, state police, sheriff's offices, and city police, with items ranging from routine issues along the roadsides or at rest areas to various emergency situations. Outside contacts are also made with contractors and material and equipment suppliers. Activities require this position to have regular contact with every bureau in the district, frequent contacts with the central Bureaus, including the central Bureau of Operations, and regular contact with other districts. This position requires statewide travel with occasional overnight stays and overtime.

The effectiveness of this position can be measured by the overall appearance and aesthetics of the district roadside, the district's compliance with erosion and sediment control policies/permits, the safe and efficient maintenance or repair of the district rest areas, timely resolution to issues, the prompt and efficient handling of complaints from the public, timely completion of work programs, and the fostering of a cooperative relationship between roadside and district staff to ensure responsibilities are accomplished.

Principal Accountabilities

1. Directs manpower and other resources for the safe and efficient maintenance and operation of the rest areas and roadsides.
2. Prepares all landscape plans, specifications, and contracts and the district Vegetation Management Plan.
3. Ensures the effectiveness of the district erosion control process.
4. Retains and improves highway aesthetics/environment through effective roadside management practices.
5. Trains, motivates, and evaluates staff.
6. Accountable for the timely resolution of requests and inquiries from the public, public officials, and other agencies regarding.
7. Resolves roadside and rest area problems by written, personal, and telephone contact.
8. Prepares and monitors the roadside and rest area maintenance budget including maintain records to affirm expenditures within allocations and provides proper justification for future budgets.
9. Helps coordinate the District 2 Adopt-A-Highway Program which includes investigating locations, issuing permits, providing supplies, and coordinating with the volunteer groups.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

Qualifications

Position Requirements

- Education/Experience
 - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS five years of engineering/landscape architect experience; OR
 - Seven years of engineering /landscape architect experience
- Valid Driver's License
- Statewide travel with occasional overnight stays and overtime
- 24 hour per day on call availability
- Illinois Department of Agriculture Application Pesticide, Right-of-Way and Aquatics Application licenses or equivalent

Position Desirables

- Knowledge of the principles and practices of civil engineering and the application of engineering techniques to design, construction, and maintenance of public works
- Knowledge of mathematics and its application to project design, field surveying and engineering computational activities.
- Ability to supervise a staff engaged in either field or office engineering functions and perform job duties independently, with minimal guidance or supervision
- Strong oral and written communication skills

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 819 Depot Ave Dixon, IL 61021-3546

Office: Office of Highways Project Implementation/Region 2/District 2/Bureau of Operations

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Leadership & Management; Science, Technology, Engineering & Mathematics

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com